



DEPARTMENT OF THE ARMY  
**UNITED STATES MILITARY ACADEMY**  
WEST POINT, NEW YORK 10996

REPLY TO  
ATTENTION OF

MAIR (100)

16 February 1999

**USMA POLICY MEMORANDUM # 58-99**

SUBJECT: Quarters 100

1. **PURPOSE.** To identify procedures and assign responsibilities for the:

a. Expenditure of Quarters 100 Endowment Fund and Connor Fund monies in accordance with donor restrictions and applicable Army regulations.

b. Accountability of government property within Quarters 100.

2. **APPLICABILITY.** This policy applies to the following USMA organizations and individuals: Directorate of Academy Advancement, Aide and Executive Officer to the Superintendent, Directorate of Housing and Public Works, Directorate of Logistics, West Point Museum, Office of the Staff Judge Advocate, and the Internal Review Office.

3. **REFERENCES.**

AR 210-50, Housing Management

AR 735-5, Policies and Procedures for Property Accountability

AR 1-100, Gifts and Donations

USMA Regulation 1-100, USMA Gift Program

AR 210-3, Nonstandard Activities of the United States Military Academy and West Point Military Reservation

4. **BACKGROUND.**

a. Quarters 100 was built by our fourth Superintendent, Colonel Sylvanus Thayer, who recognized the necessity for appropriate quarters in which the Superintendent could live, entertain, and house visitors. Since its construction in 1820, it has served as quarters for each Superintendent. Many of the furnishings in the house remain a permanent collection given by former Superintendents, graduates, and friends of the Academy. An area journalist, Mildred Parker Seese, commented of Quarters 100, "Excepting the White House, no dwelling in America perhaps has been the abode of so many men well known at home and abroad." It is a historical landmark. Besides being the personal living quarters for the Superintendent and family, it is a museum dedicated to Sylvanus Thayer and has areas unofficially designated for accommodations of visitors.

MAIR

SUBJECT: Quarters 100

b. Two gift funds, identified below, have been established to enable the Superintendent to purchase items and make necessary repairs and renovations that may not be covered by appropriated funds. Information provided by the office of the USMA Staff Judge Advocate identifies that: "Gift funds given to the Academy are public moneys of the United States and constitute government property. They may be expended as authorized by law and regulation." Furthermore, they advise that only government persons, military or civilian, can approve the expenditure of these funds.

c. Two Military Academy/Corps of Cadets (MACC) Gift Funds that impact on Quarters 100 are:

(1) **Quarters 100 Endowment Fund** – This is an endowment fund held by the AOG in a subaccount of its West Point Fund. Annually, the Association of Graduates (AOG) gifts a part of the interest earned on the corpus in this account to the USMA, which is placed in a subaccount of the MACC under the control of the Directorate of Academy Advancement (DAA). The purpose of the funds in this subaccount is to supplement appropriated funds for maintenance, repair, and incidental improvements to Quarters 100, to include its furnishings and grounds.

(2) **Connor Fund** - This is also an endowment fund held by the AOG in a subaccount of its West Point Fund. Annually, the AOG gifts a part of the interest earned on the corpus in this account to the USMA, which is placed in a subaccount of the MACC under the control of the DAA. The purpose of the funds in this subaccount, originating from a bequest of Mrs. Elsa Van Vleet Connor, is to maintain the monument at the grave of Major General William D. Connor and to provide flowers for the altar of the Military Academy Chapel on the birthdays of her husband, MG Connor, and her mother, Mrs. Peter Van Vleet. Funds in excess of the above needs could be used at the Superintendent's discretion in the Superintendent's garden. If this is not feasible, funds can be used for the Superintendent's quarters at the Superintendent's discretion.

## 5. **POLICY.**

a. **Restriction on Items Purchased.** Items purchased for Quarters 100 with money from either of these subaccounts in the MACC must be authorized in accordance with applicable regulations. Some items are purchased with funds which unto themselves have no stated restrictions but should comply with related regulations. AR 210-50 para 13-18 deals with restrictions on the use of funds by officials occupying special command positions and Appendix J states restrictions on purchases.

b. **Property Accountability.** Property within Quarters 100 is a mixture of items, to include: private property of the Superintendent, public property (national artifacts) on hand-receipt loan from the West Point Museum, items gifted to the Academy for use within Quarters 100, and items purchased with either appropriated funds or monies accepted as gifts. With the exception of the Superintendent's private property, all other items are owned by the U.S. Government and their acquisition and accountability must comply with applicable regulations.

## 6. **RESPONSIBILITIES.**

a. **The Superintendent:**

(1) Will designate his Executive Officer as Certifying Official and his Aide as Disbursing Officer for expenditures from the Quarters 100 and Connor funds. Refer to DAA standing operating procedures, dated 30 June 1996, entitled: Administration/Accounting, USMA Gift Office, Military Academy/Corps of

MAIR

SUBJECT: Quarters 100

Cadets Gift Fund for detailed responsibilities. In the SOP the term “account supervisor” is synonymous with certifying official.

(2) May, if he so chooses, authorize his spouse to purchase miscellaneous items of personal property to be used or consumed at official hosting events held in Quarters 100. The Superintendent’s authorization will be in writing and provide appropriate limitations and guidance on the exercise of this authority. A sample letter of authorization for this purpose is attached at Enclosure 1 to the memorandum.

b. The **Directorate of Academy Advancement (DAA)** will:

- (1) Monitor procedures governing gifts to the AOG West Point Fund.
- (2) Develop overall gift management policies for the oversight of gift projects.
- (3) Serve as the custodian of funds contained within the USMA’s MACC (Alumni Affairs).
- (4) Maintain accountability of Quarters 100 and Connor fund monies held within the MACC.
- (5) Ensure the Aide to the Superintendent is provided sufficient information regarding use of these monies.
- (6) Ensure that restrictions contained in the original gift proffer for each of these two funds are complied with prior to approving the expenditure of those funds.
- (7) Coordinate with the Aide to the Superintendent to ensure expenditure payments are properly authorized.
- (8) Ensure appropriate property books officer(s) are notified upon receipt of a gift of property.

c. The **Aide to the Superintendent** will:

- (1) Be the primary official designated to expend money from the Quarters 100 and Connor funds. Responsibility may be further delegated, in writing, to an enlisted aide or other military or civilian government employee as deemed appropriate.
- (2) Ensure government officials to whom purchase authority has been delegated are aware of responsibilities and restrictions on the use of funds.
- (3) Ensure that the Superintendent’s spouse is briefed on the responsibilities for, and restrictions on the use of, the Quarters 100 and Connor funds.
- (4) Ensure coordination with affected activities prior to expending funds.
- (5) Ensure expenditures comply with existing regulations.
- (6) Coordinate concerns and questions with appropriate USMA Staff element.

MAIR

SUBJECT: Quarters 100

- (7) Obtain SJA review and advice as appropriate.

(8) Initiate requests for exceptions to policy to the appropriate approving authority, through the SJA, on any restrictions which may be deemed unacceptable.

(9) Submit invoices and any supporting documentation to DAA for payment.

(10) Coordinate property accountability requirements with DHPW, Museum, and the DOL, to, at a minimum, ensure that:

(a) A hand receipt holder has been appointed.

(b) All property is listed on the appropriate property accountability documents.

(c) Periodic and required inventories are accomplished and any discrepancies are investigated.

(11) Maintain documentation to support all actions.

d. The **Directorate of Housing and Public Works (DHPW)** will:

(1) Ensure practical and feasible fund expenditures for maintenance, repairs, and incidental improvements to Quarters 100.

(2) Record repairs and improvements to Quarters 100 in the appropriate family housing records.

(3) Ensure required hand receipt requirements are met with reference to government property placed in Quarters 100 for which the Directorate has property accountability.

(4) Maintain property accountability records for family housing furnishings located in Quarters 100, which were purchased with money from either of these two funds.

(5) As the central records depository, maintain in the Quarters 100 file a copy of the most current property accountability listings generated by the Museum or Consolidated Installation Property Book Office (CIPBO).

(6) Maintain documentation regarding structural changes and architectural layout of the quarters.

e. The **Director of the West Point Museum** will:

(1) Maintain accountability of national artifacts “on-loan” for display in Quarters 100.

(2) Ensure required hand receipts requirements are met for all Museum property located on loan in Quarters 100.

(3) Provide the Aide to the Superintendent with property/hand receipt documents, as required, to ensure accurate property accountability of all Museum property located on loan in Quarters 100.

(4) Provide the DHPW with a copy of current signed property accountability listings for all Museum property located on loan in Quarters 100.

MAIR

SUBJECT: Quarters 100

f. The **Directorate of Logistics (DOL)** will:

(1) Coordinate and identify the appropriate activity responsible for the accountability of government property located within Quarters 100 when that determination has not been previously made.

(2) Ensure accurate property accountability of government property located within Quarters 100 IAW regulations and policy.

(3) Maintain accurate accountability of all other property not otherwise the responsibility of Family Housing and the Museum.

(4) Inspect the monument at the grave of MG William D. Connor not later than 31 March of each year (IAW with one of the conditions of the original gift proffer establishing the Connor Fund), and coordinate maintenance requirements with DAA.

g. **Chaplain, USMA** will coordinate with DAA to provide flowers for the altar of the Military Academy Chapel on the birthdays of MG William D. Connor (22 February) and Mrs. Peter Van Vleet (13 May) as required by another condition of the original gift proffer establishing the Connor Fund.

h. **Office of the Staff Judge Advocate** will render legal advice and counsel regarding any concerns or questions raised by USMA officials on the expenditures of fund monies regarding Quarters 100.

i. **Internal Review Office** will perform an annual audit and report on the extent of compliance with this Policy Memorandum.

7. **EXPIRATION.** This policy is effective till superseded or rescinded.

FOR THE SUPERINTENDENT:

*/ original signed /*  
GRANT M. SMITH  
COL, EN  
Chief of Staff

**DISTRIBUTION:**

Electronic  
Superintendent  
Aide to the Superintendent  
Executive Officer to the Superintendent  
Chief of Staff  
SGS  
SJA  
DAA  
DHPW Family Housing Division  
DOL CIPBO  
West Point Museum  
USMA Chaplain



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
**UNITED STATES MILITARY ACADEMY**  
West Point, New York 10996

MAJA (27-100)

**Date**

MEMORANDUM FOR Directorate of Academy Advancement, USMA

SUBJECT: Connor Fund/Quarters 100 Endowment Fund – Pre-Approved Expenditure  
Authority for Superintendent's Spouse

1. Pursuant to my statutory authority under 10 U.S.C. 4356 to accept and spend funds for the benefit of the United States Military Academy, and consistent with the guidance contained herein, I hereby authorize my spouse, (enter name of Superintendent's spouse) to purchase miscellaneous items of personal property of a value of \$1,000.00 or less, per event, on condition that the item so purchased will be used or consumed at official hosting events held in Quarters 100. She may then request the Directorate of Academy Advancement to reimburse her for these expenditures from funds available in the Connor Fund and/or the Quarters 100 Endowment Fund.

a. The types of personal property of a value of \$1,000 or less which fall within this blanket pre-approval include, but are not limited to, the following: TVs, assorted kitchen utensils, pots, pans, lamps, vacuum cleaners, blinds, curtains, bedding, rugs, patio furniture and accessories.

b. (Enter name of Superintendent's spouse) will:

(1) Ensure, through the Aide, that funds are available in the Connor Fund and/or the Quarters 100 Endowment Fund to cover the expected cost of goods purchased prior to the actual purchase.

(2) Obtain purchase receipts for all items purchased under this authority.

(3) Provide copies of all purchase receipts along with a request for reimbursement through the Superintendent's Aide to DAA for payment.

(4) Help the Aide to ensure that items paid for under this authority are used and consumed in accordance with USMA Policy Memorandum 58-99, Quarters 100, dated \_\_\_\_.

c. The Superintendent's Aide will:

(1) Advise (enter name of Superintendent's spouse) whether funds are available in the Connor Fund and/or the Quarters 100 Endowment Fund to cover the expected cost of goods purchased prior to the actual purchase.

Enclosure 1

MAJA

SUBJECT: Connor Fund/Quarters 100 Endowment Fund – Pre-Approved Expenditure  
Authority for Superintendent's Spouse

(2) Adhere to the responsibilities and procedures contained in USMA Policy Memorandum 58-99.

(3) Ensure that items paid for under this authority are used and consumed in accordance with USMA Policy Memorandum 58-99.

d. The Directorate of Academy Advancement will:

(1) Reimburse (enter name of Superintendent's spouse) from funds available in the Connor Fund account and/or the Quarters 100 Endowment Fund account without further reference to me upon presentation of a request for reimbursement for expenses incurred IAW USMA Policy Memorandum 58-99.

(2) Adhere to the responsibilities and procedures contained in USMA Policy Memorandum 58-99.

2. The DAA will maintain this document in their permanent files relating to the Connor Fund and the Quarters 100 Endowment Fund. DAA will furnish the Internal Review Office and the Staff Judge Advocate's Office with signed copies of this document.

3. Questions concerning the propriety of any expenditure under this authority will be referred to the Staff Judge Advocate for resolution, in advance of such expenditure.

DANIEL W. CHRISTMAN  
Lieutenant General, US Army  
Superintendent